

Photo and Measurement Guide



Guidance for preparing the Access Statement

To Pantou Registered Suppliers

This Photo and Measurement Guide is designed to be used in conjunction with the Pantou Access Statement, Sections 2 and 3 – referring to access of buildings, physical venues and other facilities. The Guide can be used by tourism business owners, managers or their appointed representatives, when filling in the Access Statement.

The Guide is in two parts:

PART 1. PHOTO GUIDE:

pages 2 – 13

PART 2. MEASUREMENT GUIDE:

pages 14 – 19

Part 1, the Photo Guide, provides advice on how to take photographs so that they will be helpful to customers who require information about the accessibility of your premises. Adding your photos to your Access Statement is optional.

Part 2, the Measurement Guide, provides advice about how to take the measurements which are required in the Access Statement. Experience has shown that these are the key measurements which users with various accessibility requirements need to know in order to judge the suitability of place to stay. The measurements will be used to inform customers about access to buildings, rooms and facilities at your establishment. Taking these key measurements accurately will ensure that your Access Statement is trustworthy and reliable.

Pantou is managed by ENAT and EWORX S.A.. More details are given at the website: <http://pantou.org>

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Enquiries: enat@accessibletourism.org

PHOTO GUIDE

ESTABLISHMENT IDENTIFICATION

PHOTO: Show general view, from a distance, including main entrance, access road, and the sign. Try to avoid close-ups of people, vehicles and any other none-permanent obstacles in front of the main entrance.

Photo caption: (e.g.)

View of Hotel Apollo

Filename: (e.g.).

Hotel-Apollo-N-general_picture.jpg



A. PUBLIC TRANSPORT

PHOTO: Take a picture of the transport service you provide for guests in such a way that guests can see if it's suitable for them or not.

Photo caption: (e.g.)

Transport service for guests in a wheelchair

Filename: (e.g.).

Transport service wheelchairs
A04.jpg



B. PARKING

Designated parking spaces for guests with disabilities

PHOTO: Show general view of parking provided for the guests with disabilities.



Photo caption: (e.g.)



Basement parking for disabled persons

Filename: (e.g.).

Parking_reserved B01.jpg



<p>Route from the parking area to the entrance</p> <p>PHOTO: Photo of the route from the parking area to the entrance. Take two pictures, if necessary</p>	
<p>Photo caption: (e.g.) Basement parking for disabled persons Filename: (e.g.). <u>Basement-parking B04-01.jpg</u></p>	
<p>Photo caption: (e.g.) Main entrance from parking is via the lift Filename: (e.g.). <u>Basement-parking-lift B04-02.jpg</u></p>	

<p>C. BUILDING ENTRANCE</p>	
<p>Main entrance PHOTO: Show general view of main entrance with clear picture of steps, if any. Take two pictures, if necessary.</p>	
<p>Photo caption: (e.g.) Hotel main entrance Filename: (e.g.). <u>Hotel-main entrance-C01-01.jpg</u></p>	
<p>Photo caption: (e.g.) Steps at main entrance Filename: (e.g.). <u>Main entrance-steps-C01-02.jpg</u></p>	

Ramp at the main entrance

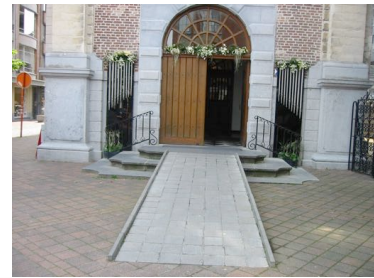
PHOTO: Show general view of main entrance with **clear** picture of the ramp.

Photo caption: (e.g.)

Hotel main entrance

Filename: (e.g.).

Ramp entrance C04.jpg



Main entrance door: manual, automatic, revolving with alternative side-hung manual door or revolving with no alternative side-hung manual door...

PHOTO: Take a picture of the main entrance door

Photo caption: (e.g.)

Entrance door revolving with alternative entrance and automatic doors


Filename: (e.g.).




Main entrance-revolving door-C07-01.jpg

Main entrance-side-hung-doorC07-02.jpg

Main entrance-sliding door-C07-03.jpg



<p>Alternative Entrance</p> <p>PHOTO: Show general view of alternative entrance.</p>	
<p>Photo caption: (e.g.) Alternative entrance</p> <p>Filename: (e.g.). <u>Alternative entrance-hotel-C08.jpg</u></p>	
<p>Alternative entrance door: manual, automatic, revolving with alternative side-hung manual door or revolving with no alternative side-hung manual door...</p> <p>PHOTO: Take a picture of the alternative entrance door</p>	
<p>Photo caption: (e.g.) Alternative entrance</p> <p>Filename: (e.g.). <u>Alternative entrance- side-hung door-C10-01.jpg</u> <u>Alternative entrance- sliding door-C10-02.jpg</u></p>	 

ACCESS TO PUBLIC AREAS	
<p>Show level access routes, access by a ramp or lift:</p>	
<p>Entrance and reception area PHOTO: Take a picture showing access from the entrance door to the reception desk / area. When there are steps or a ramp make sure that they are shown in the picture.</p>	
<p>Photo caption: (e.g.) Reception area Filename: (e.g.) <u>Route entrance-reception area E01.jpg</u></p>	
<p>Access to lounge or other common areas PHOTO: Show access to the lounge. When there are steps or a ramp make sure that they are shown in the picture.</p>	
<p>Photo caption: (e.g.) Access to lounge. Filename: (e.g.) <u>Access to lounge-E04.jpg</u></p>	
<p>Access to the bar PHOTO: Show access to the bar. When there are steps or a ramp make sure that they are shown in the picture.</p>	
<p>Photo caption: (e.g.) Access to bar area. Filename: (e.g.) <u>Access to bar-E05.jpg</u></p>	

Access to Swimming Pool

PHOTO: Show access to the swimming pool. When there are steps or a ramp make sure that they are shown in the picture.

Photo caption: (e.g.)

Access to swimming pool.

Filename: (e.g.).

Access to swimming pool-E06.jpg



Access to Gym / Leisure Centre

PHOTO: Show access to the gym / leisure centre. When there are steps or a ramp make sure that they are shown in the picture.

Photo caption: (e.g.)

Access to gym /leisure centre

Filename: (e.g.).

Access to gym/leisure centre E07.jpg



Access to other indoor facilities

PHOTO: Show access to other indoor facilities. When there are steps or a ramp make sure that they are shown in the picture. Take several pictures if necessary.

Photo caption: (e.g.)

Auditorium

Filename: (e.g.).

Access to auditorium. E08.jpg



Access to Outdoor Facilities

PHOTO: Show access to outdoor facilities. When there are steps or a ramp make sure that they are shown in the picture. Take several pictures if necessary.


Photo caption: (e.g.)



Access to terrace area




Filename: (e.g.).

Access to terrace E09.jpg



BREAKFAST / DINING ROOM	
<p>Access to the breakfast / dining room PHOTO: Show entrance to breakfast / dining-room. . When there are steps or a ramp make sure that they are shown in the picture. Show the dining room furniture layout</p>	
<p>Photo caption: (e.g.) Access to dining room. Filename: (e.g.) <u>access to dining room F01.jpg</u></p>	

G. GUESTROOMS – GENERAL	
<p>Guest rooms, with en-suite bathroom, private, separate bathroom or shared, separate bathroom... PHOTO: Show a general view of the guestroom</p>	
<p>Photo caption: (e.g.) Standard room Filename: (e.g.) <u>Guest room-G01.jpg</u></p>	
<p>Bathrooms with separate shower unit or bathtub or roll-in shower PHOTO: Show a general picture of the bathroom</p>	
<p>Photo caption: (e.g.) Standard bathroom Filename: (e.g.) <u>Bathroom-G03.jpg</u></p>	

<p>Shower unit, with support handrails / fixed shower seat or shower chair provided. PHOTO: Show a general picture of the shower unit, with floor, taps, handrails and shower chair (if any).</p>	
<p>Photo caption: (e.g.) Shower unit in standard bathroom Filename: (e.g.) <u>Standard-shower-G04-G05.jpg</u></p>	
<p>Bathtub with a support handrail / extended area at one end for sitting PHOTO: Show a general picture of the bathtub, with taps, handrails, seating area (if any).</p>	
<p>Photo caption: (e.g.) Bathtub in standard bathroom Filename: (e.g.) <u>Bathtub-standard bathroom-G06-G07.jpg</u></p>	
<p>Guestrooms with a self-catering kitchen or cooking facilities PHOTO: Show a general picture of the kitchen or cooking facilities.</p>	
<p>Photo caption: (e.g.) Self-catering kitchen / Kitchenette Filename: (e.g.) <u>Kitchen-G10.jpg</u></p>	

GUESTROOMS – FOR GUESTS WHO USE A WHEELCHAIR

Guest room furnishing and layout

PHOTO: Show a general picture of the guestroom for wheelchair users

Photo caption: (e.g.)

View of room for wheelchair users

Filename: (e.g.).

Guest room-for wheelchair users-H01.jpg



Bedroom furniture that can be re-arranged, if requested by the guest

PHOTO: Show a picture of the movable furniture in a room for wheelchair users

Photo caption: (e.g.)

View of movable furniture

Filename: (e.g.).

Movable furniture-H05.jpg



Types of beds are available in rooms for wheelchair users

PHOTO: Show a picture of the bed(s) in a room for wheelchair users

Photo caption: (e.g.)

View of bed in room for wheelchair user

Filename: (e.g.).

Bed-room for wheelchair users-H07.jpg



EN-SUITE BATHROOM FOR WHEELCHAIR USERS

Separate shower with level access / a fixed shower seat of shower chair / handrails for support beside the shower

PHOTO: Show a general picture of the shower unit, with floor, taps, handrails and shower seat (if any).

Photo caption: (e.g.)

Shower in bathroom for wheelchair users

Filename: (e.g.).

Shower-wheelchair-users-I02-I03-I04.jpg



Handrails for support beside the W.C. / Width of the widest floor space at the side of the W.C.

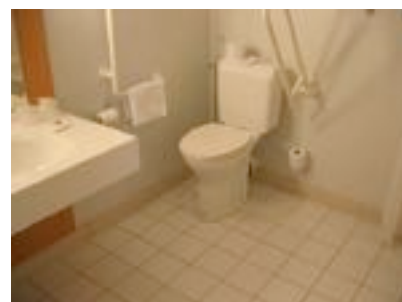
PHOTO: Show a general picture of the W.C., where the free space to one side and handrails (if any) are visible.

Photo caption: (e.g.)

W.C. in bathroom for wheelchair users

Filename: (e.g.).

WC-wheelchair-users-I05-I06.jpg



SPECIAL SERVICES

Guestrooms with separate, private or shared bathrooms, suitable for guests who use a wheelchair

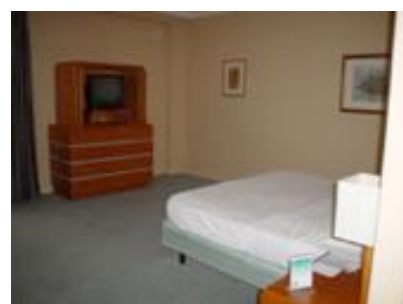
PHOTO: Show a general picture of the guestroom (without en-suite bathroom) for wheelchair users and also a general picture of the not en-suite bathroom.

Photo caption: (e.g.)

View of room for wheelchair users

Filename: (e.g.).

Wheelchair-user-room-J01-01.jpg



<p>Photo caption: (e.g.) View of not en-suite bathroom</p> <p>Filename: (e.g.) <u>Not en-suite bathroom wheelchair-user-room-J01-02.jpg</u></p>	
<p>Services for guests with visual impairments / for elderly and disabled guests?': PHOTO: Show any facilities or features for guests with visual impairments, or elderly/disabled guests</p>	
<p>Example:</p> <p>Photo caption: (e.g.) View of contrast markings.</p> <p>Filename: (e.g.)</p> <p style="text-align: center;"><u>Contrast-J10a-01.jpg</u></p> <p style="text-align: center;"><u>Contrast-J10a-02.jpg</u></p>	
<p>Example:</p> <p>Photo caption: (e.g.) View of route for wheelchair users to the sea.</p> <p>Filename: (e.g.) <u>Route wheelchairs to sea-J11a-01_.jpg</u></p>	

Example:


Photo caption: (e.g.)
Wheelchairs for the guests.

Filename: (e.g.)
wheelchairs-J11a-02.jpg



MEASUREMENT GUIDE

PART 2. MEASUREMENT GUIDE

BUILDING ENTRANCE	
Width of the clear opening space at the main entrance door MEASURE: Width of clear opening space of the door, in cms when the door is opened 90°. The clear opening space means the practical free width of the door. In other words, the width that allows the passage with a wheelchair...	
Width _____ cms.	

MEASUREMENT GUIDE

LIFT

MEASURE: Width of clear opening space of lift door when the door is fully opened. The clear opening space means the practical free width of the door. In other words, the width that allows the passage with a wheelchair...

Width _____ cms.



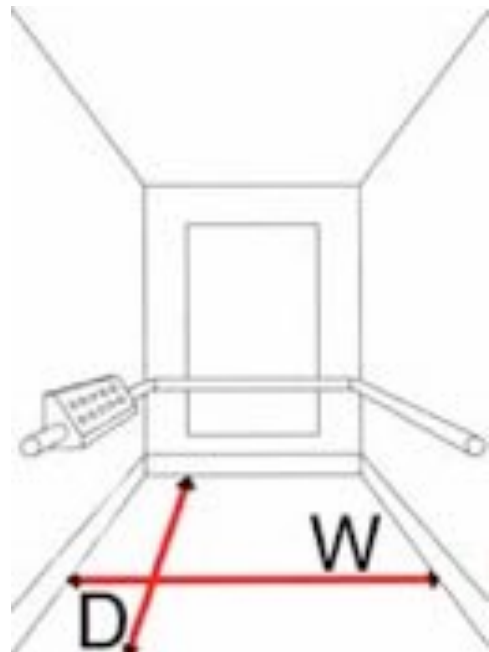
MEASURE: Internal dimensions of the lift.

W – width


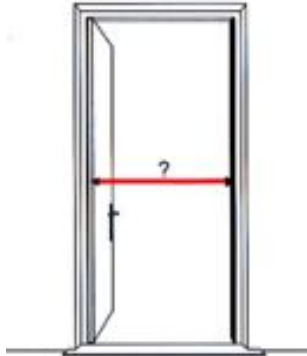
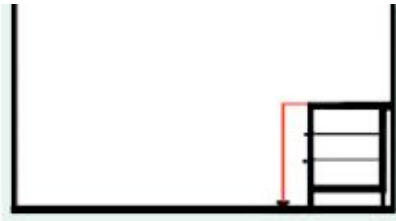
D - depth

Width _____ cms.


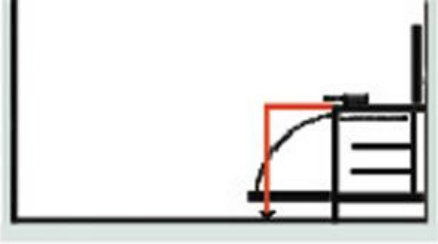
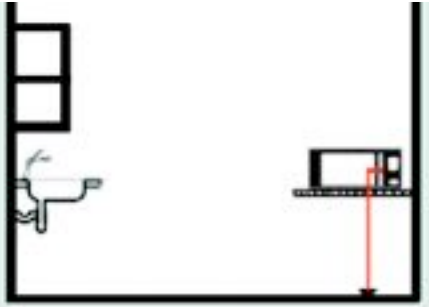
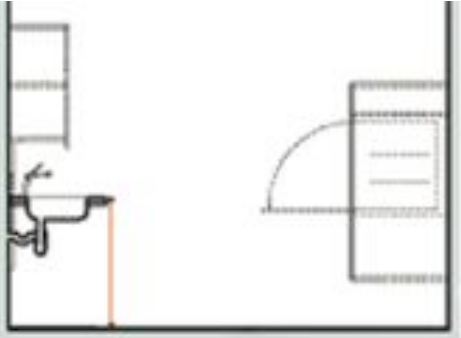
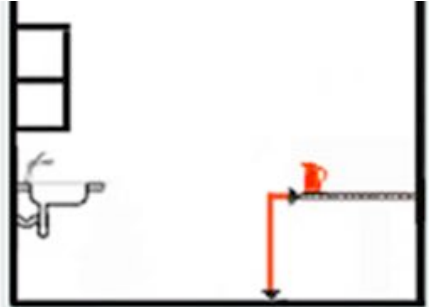
Depth _____ cms.



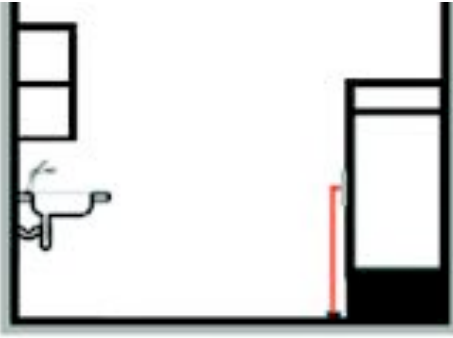
MEASUREMENT GUIDE

BREAKFAST / DINING-ROOM	
MEASURE: Width of clear opening space of entrance door to breakfast / dining-room, in cms. Give the width of the narrowest door if there are two different rooms. The clear opening space means the practical free width of the door. In other words, the width that allows the passage with a wheelchair.	
Width of door-opening to breakfast / dining-room Width _____ cms.	
SELF-CATERING KITCHEN or cooking facilities	
Questions G12b – G19b.	
Width of door-opening to kitchen	
Height of work surface / Kitchen unit Height _____ cms. (Measure from the floor to the upper edge)	

MEASUREMENT GUIDE


<p>Height of kitchen table</p> <p>Height _____ cms.</p> <p>(Measure from the floor to the upper edge)</p>	
<p>Height of cooker hob / hotplate / gas burner</p> <p>Height _____ cms.</p> <p>(Measure from the floor to the upper edge)</p>	
<p>Height of microwave door handle</p> <p>Height _____ cms.</p> <p>(Measure from floor to centre of handle)</p>	
<p>Height of top edge of kitchen sink</p>	
<p>Height of surface where kettle stands</p> <p>Height _____ cms.</p> <p>(Measure from the floor to the upper edge)</p>	

MEASUREMENT GUIDE

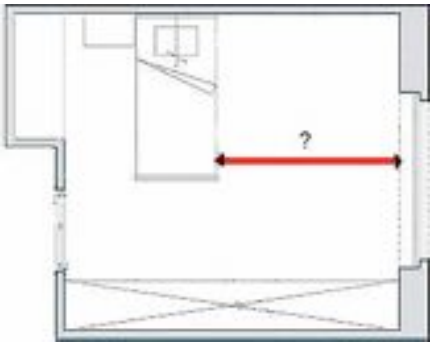
<p>Height of refrigerator door handle.</p> <p>Height _____ cms.</p> <p>(Measure from the floor to handle OR to the mid-point, if the handle is vertical, full-length).</p>	
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GUESTROOMS – FOR GUESTS WHO USE A WHEELCHAIR

MEASURE: Width of clear opening of bedroom door. The clear opening space means the practical free width of the door. i.e. the width that allows wheelchair passage.


<p>Width _____ cms.</p>	
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MEASURE: Widest free space at one side of the bed. (From edge of bed to nearest obstacle)

<p>Width _____ cms.</p>	
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EN-SUITE BATHROOM FOR WHEELCHAIR USERS

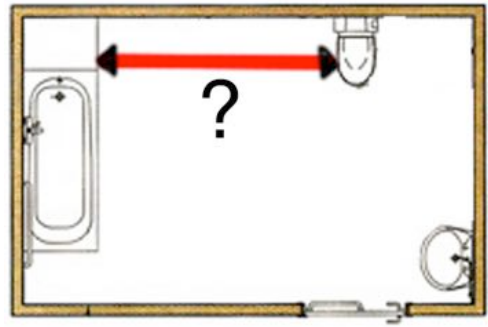
MEASURE Width of clear opening of bathroom door. The clear opening space means the practical free width of the door. i.e. the width that allows wheelchair passage.

<p>Width _____ cms.</p>	
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MEASUREMENT GUIDE

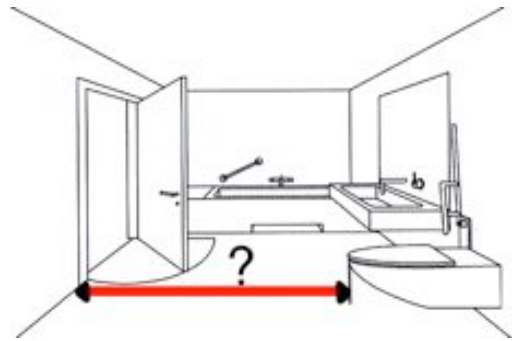
MEASURE: Widest floor space at one side of the W.C.

Width _____ cms.



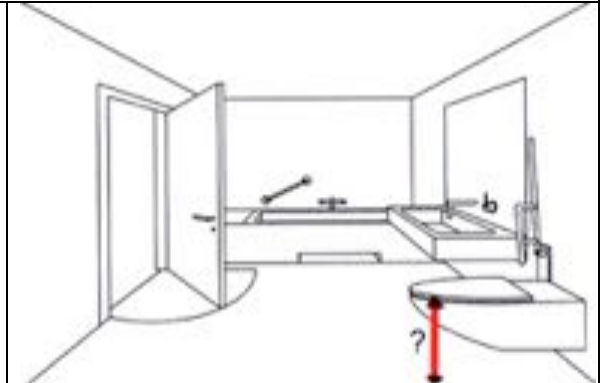
MEASURE: Length of floor space in front of W.C. (From front of W.C. to nearest obstacle)

Length _____ cms.



MEASURE: Height of toilet seat from the floor

Height _____ cms.



MEASUREMENT GUIDE

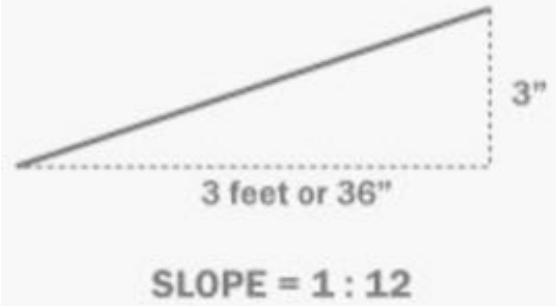
CALCULATE THE SLOPE OF A RAMP

Calculating a Slope Gradient

Slope gradients are written as Y:X, where Y is a single unit in rise and X is the run.

Both numbers must use the same units. For instance, if you travel 3 inches vertically and 3 feet (36 inches) horizontally, the slope would be 3:36 or 1:12.

This is read as a **"one in twelve slope."**



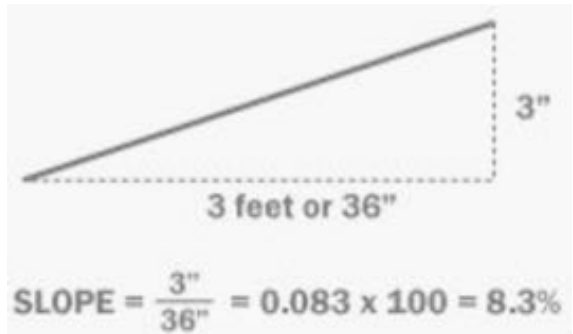
Calculating the Slope Percentage

Slope percentage is calculated in much the same way as the gradient.

Convert the rise and run to the same units and then divide the rise by the run.

Multiply this number by 100 and you have the percentage slope.

For instance, 3" rise divided by 36" run = $.083 \times 100 =$ an **8.3% slope.**



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